

# MONTANA CHEMICAL DEPENDENCY CENTER

## POLICY AND PROCEDURE MANUAL

<b>Policy Subject: Written Hazard Communication</b>	<b>Related Policies:</b>
<b>Policy Number: STP22</b>	<b>Standards/Statutes:</b>
<b>Effective Date: 11/10/05</b>	<b>Page 1 of 2</b>

**PURPOSE:** To ensure compliance with OSHA Hazard Communication Standard 29 CFR 1910.1200 by establishing this written hazard communication program providing a safe working environment for all employees

**POLICY:** To inform employees of the safety and health hazards that may be associated with chemicals in the workplace at MCDC through hazardous chemicals list, container labeling, material safety data sheets and employee training

**PROCEDURE:**

**I. Container Labeling**

- A. Safety Officer will verify that all hazardous chemical containers are properly labeled and updated as necessary
- B. Labels will have at a minimum the following information.
  - 1. Hazard warning, message or statement
  - 2. Chemical or Product name
  - 3. Manufacturer name and address
- C. Chemicals transferred from one labeled container to a secondary container shall be labeled with the product name
- D. Employees are to only use properly labeled containers

**II. Material Safety Data Sheets**

- A. Provide employees with specific information they need to know about the hazards associated with materials to which they are exposed.
- B. Safety officer will be responsible for obtaining and updating MSDS's for hazards chemicals used in the facility.
- C. Safety Officer will maintain a binder with an updated list of all hazardous chemicals used in the facility as well as a corresponding Material Safety Data Sheets for each of these chemicals.

- ### III. Employee Training

- IV. Safety Committee on an annual basis will review and update as necessary the Hazard Communication Program

- ## VI. Non-routine Tasks

- Revisions:

Approved By: \_\_\_\_\_  
David J. Peshek, Administrator, Montana Chemical Dependency Center Date \_\_\_\_\_